

Attachment 10 - Chapter 6-00

International Travel

Chapter 6-00, International Travel, replaces:

Chapter 6-00, International Travel (1988)

Chapter 6 has been completely rewritten to (a) establish and define ASAM and OGHA roles in the approval of international travel; (b) outline the responsibilities of each component involved in the international process; and (c) provide additional guidance on approving annual leave in conjunction with official travel and premium-class accommodations. It provides updated policy regarding the requirement for justifying an upgrade to premium-class travel accommodations for medical circumstances. It incorporates updated Federal Travel Regulation references and HHS supplemental guidance regarding temporary duty travel.

Subject: International Travel

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6-00-00 PURPOSE

This chapter provides information on purposes, policies, and procedures relating to all types of official international travel (excluding change of duty station) and defines and outlines categories of international travel. It also describes the requirements for Office of the Secretary review and approval of foreign travel and the preparation of corresponding quarterly and individual trip reports. This chapter applies to civilian employees, commissioned officers of the Public Health Service and invitational travelers.

6-00-10 GENERAL POLICY**A. HHS International Travel Goals**

International travel is important to achieving Departmental goals. However, such travel is typically very expensive and entails security concerns and other sensitive issues. Therefore, managers must carefully monitor the frequency of the overseas travel performed by their employees and others authorized to travel for the HHS. The heads of OPDIVs and STAFFDIVs must maintain proper delegations of authority to ensure that proposed official international travel is approved only when it effectively serves the goals of the Department. International travel can and should serve the following goals:

- 8) To fulfill regulatory or inspection obligations, such as inspection of foreign manufacturers of foods, drugs, medical devices and biologicals;
- 9) Travel related to epidemics in other countries that could have an impact on the health of U.S. citizens;
- 10) To contribute, with the guidance of the Department of State, to U.S. foreign policy objectives;
- 11) To fulfill U.S. responsibilities as a Member Government of multilateral organizations, including the World Health Organization (WHO), the Pan American Health Organization (PAHO), the Codex Alimentarius Commission, the United Nations Children's Fund (UNICEF), the United Nations Food and Agriculture Organization (FAO), the Organization for Economic Cooperation and Development (OECD), and others.

12) To participate in research and science related activities deemed of high importance to HHS.

B. Special Procedures.

International travel is often of high priority and must be subject to stringent procedures for justification, approval and monitoring beyond those applied to travel within the United States. U.S. officials traveling abroad represent the United States and the American people to other nations. International travel is especially visible and subject to Congressional and public scrutiny. For example: A disproportionately large HHS participation in an international meeting, or a succession of HHS travelers to particular countries to confer with the same individuals, can give the appearance of the inefficient use of Departmental resources.

The Assistant Secretary for Administration and Management (ASAM) retains the authority to review all international travel and must approve certain kinds of foreign trips, as referenced in 6-00-50 of the Manual. The ASAM also retains the authority to disapprove any international travel.

The OPDIVs, STAFFDIVs and the Office of the Secretary (OS), through the Office of Global Health Affairs (OGHA) have a shared responsibility for the placement of controls over international travel that are both efficient and effective, including travel funded by non-federal sources.

The primary responsibility of the OPDIVs and STAFFDIVs who approve international travel is to ensure that Federal funds are being used in an appropriate manner. Employees who wish to travel outside of the United States **must** avoid the perception that they are misusing Federal funds or taking advantage of their status as a Federal employee to receive benefits which would not be accessible to members of the general public. Accordingly, the individual should avoid travel to resort areas to which the general public is attracted because of recreational facilities or sightseeing attractions. Travelers must be particularly sensitive to the perception generated by their travel to conferences or meetings outside the United States when accepting full or partial sponsorship by non-Federal sources and outside organizations, whether for-profit or non-profit.

Note: The appropriate OPDIV's Office of the General Counsel (OGC)/Ethics Office must review each such sponsored trip for potential conflicts of interest. For additional information, please reference Chapter 6-00-100 of this Manual.

Managers must also be sensitive to the high cost of registration fees for conferences held outside the United States and the perception that Federal funds are subsidizing outside organizations. Exorbitant registration fees should, in most circumstances, be grounds enough to discourage attendance by groups of

employees or individual employees. The OGHA reserves the right to approve or deny the request inclusive of such fees that it deems exorbitant.

Managers may only permit employees to attend continuing education seminars and other training opportunities (such as technology training courses) held outside the United States after determining that the same or substantially similar courses or sessions are not held within the United States.

C. Department of State Country Clearance.

Under no circumstance, is an HHS traveler to depart on an official business trip outside the United States without first receiving country clearance from the relevant U.S. Embassy or Mission overseas.

Travelers should ensure that their OPDIV/STAFFDIV processes their Department of State country clearance cables before receiving clearance and approval from the ASAM, through OGHA. U.S. Embassies and Missions may refuse clearance to HHS travelers who have failed to send their clearance cables in a timely manner prior to their date of departure. Such incidents reflect poorly on the Department and strain our good working relationship with the Department of State and its overseas posts.

All HHS travelers on duty in a country listed by OGHA as “sensitive” must register with the Administrative Officer at the U. S. Embassy Consular Section in their country of assignment. In addition, all HHS travelers on duty in any country for a period exceeding 14 consecutive days must also register with the U. S. Embassy Consular Section in their assigned country. Registering can help the U. S. Embassy contact HHS travelers in case of an emergency.

The Department of State has suggested that HHS staff and their dependents e-mail the Consular Section of the U.S. Embassy in their host country. The e-mail addresses and telephone numbers for the Consular Sections at U.S. Embassies can be found at <http://www.travel.state.gov>.

The Department of State has requested HHS travelers to provide:

- The names of all family members accompanying them, including the names of non-U. S. citizen spouses and family members;
- Their street address (no box numbers);
- Telephone and fax numbers;
- E-mail addresses at both home and work; and
- The name, address, telephone, fax, and e-mail address of an emergency contact person in the country of assignment and in the U. S.

The Department of State is responsible for the evacuation of all official USG personnel, family members, and private U. S. citizens in the case of a natural disaster or civil unrest. Registration at the local U. S. Embassy is the key element in effective security and evacuation procedures.

D.

Passports and Visas.

The traveler is responsible for obtaining the necessary visa(s) required for their official international travel. Countries that do not require visas for U.S. citizens who travel on *tourist*

passports - may require visas for U.S. Government officials who travel on official passports. The traveler should always check with their OPDIV's Travel Policy Office to verify when a visa is required.

The Director, OGHA, will maintain a system of controls for international travel for the Department. These controls will: (a) ensure that OGHA is advised in advance of all international travel to be performed by OPDIVs and STAFFDIVs, (b) include provisions for ensuring the dispatch of country clearance cables for Presidential Appointees and State Department and National Security Council members, as may be required, and (c) render assistance to travelers regarding passports and visas.

Travelers on official international travel should travel on an official U.S. Government passport, unless the Department of State advises otherwise (e.g. because of security concerns). On rare occasions, a traveler might be required to travel on a U.N. Passport (*Laissez Passer*). Official passports are for official use only and shall never be used for personal travel.

Note: Refer to the OPDIV/STAFFDIV's Travel Policy Office for procedures on obtaining an official U.S. passport.

6-00-20 DEFINITIONS

International Travel: The terms "international travel," and "outside the United States" as used in this chapter, are defined as meaning all travel on official duty time (except change of official duty stations) outside the 50 United States, Guam, American Samoa, Puerto Rico, the U.S. Virgin Islands, and any other territory under U.S. jurisdiction. Trips to the former U.S. Trust Territories in the Pacific (The Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of Palau, and the Marshall Islands) *are* considered international travel.

Exception: A traveler stationed outside the United States who conducts official travel solely between foreign countries will follow Department of State regulations and guidance.

Note: Official trips to meetings at United Nations and World Bank offices in New York and Washington, D.C. are not considered international travel, but will require the processing of a special NFT form, which is being developed by OGHA to be released at a future date.

“Sensitive” Countries: HHS/OGHA has identified countries in this category as those where internal political and/or social turmoil exists. As of the effective date of this chapter, such countries are Vietnam, Russia, the People’s Republic of China, the Republic of China (Taiwan), the Democratic Republic of Congo, Burma (Myanmar), Pakistan and Afghanistan, and the countries of the Middle East. In addition, travel to Cuba will not be authorized.

NOTE: Federal travelers on official temporary duty travel to Taiwan must follow special procedures for obtaining permission and visas through the American Institute in Taiwan and should not travel on their official passports.

Premium-Class International Travel: “Premium-Class” refers to any class of service that is higher than coach class (i.e. first-class or business-class).

- First-Class Accommodations refers to the highest class of accommodations on a multiple-class commercial carrier.
- Premium-class other than first-class accommodations refers to any class of service between coach-class and first-class and is commonly called business-class.

6-00-30 NOTIFICATIONS OF FOREIGN TRAVEL

Notifications of Foreign Travel (NFT) must be forwarded electronically to the OGHA through the NFT system *at least* thirty (30) days prior to the proposed trip departure date. In exceptional circumstances, late notification may be accepted with proper justification. All notifications must include detailed cost data, including airfare or cost of other common carrier transportation, with indication of class of service; government-established *per diem* for Meals and Incidental Expenses, or actual expenses, where authorized; registration fees; and miscellaneous expenses. If more than one employee is traveling for the same purpose, names should be consolidated on one notification. If a NFT has been submitted on time, OPDIVs and STAFFDIVs may assume that travel by other than senior officials is approved, unless notified to the contrary by OGHA.

HHS travelers on official international travel are required to forward a copy of their trip reports to the OGHA through the NFT System within two (2) weeks following their return to the United States; for all travel categorized under Section 6-00-50 of this Manual.

6-00-40

CATEGORIES OF INTERNATIONAL TRAVEL REQUIRING OGHA

NOTIFICATION AND DEPARTMENT OF STATE COUNTRY CLEARANCES.

HHS travelers seeking to travel outside the United States for the following purposes are required to prepare the NFT prior to departure, but are not required to obtain clearance or approval from ASAM, through OGHA. However, Department of State country clearances are always required for international travel.

1. PARTICIPATION IN INTERNATIONAL MEETINGS

Presentation of papers or lectures, participation in/attendance at scientific, professional, academic and technical conferences, seminars, workshops, symposia, etc., on topics and in countries not listed as a sensitive country as defined in paragraph 6-00-20 of this Manual.

2. ACTIVITIES OF THE OFFICE OF THE INSPECTOR GENERAL.

FOOD AND DRUG ADMINISTRATION INSPECTIONS AND
CRIMINAL INVESTIGATIONS

This travel fulfills statutory obligations related to protecting the health and welfare of the American people (for example, obligations imposed by the Food, Drug, and Cosmetic Act and the Public Health Service Act) or to serving program beneficiaries, including inspections of manufacturers of drugs, medical devices or biological products, and inspections of food manufacturers and processors.

3. RESEARCH ON TOPICS RELATED TO CATEGORIES OF
TRAVEL LISTED IN 6-00-50 AND NOT CONSIDERED A SENSITIVE
COUNTRY AS DEFINED IN PARAGRAPH 6-00-20 OF THIS MANUAL

6-00-50

CATEGORIES OF INTERNATIONAL TRAVEL REQUIRING OGHA NOTIFICATION,
APPROVAL FROM ASAM (THROUGH OGHA) AND DEPARTMENT OF STATE
COUNTRY CLEARANCES

A. International Travel Requiring Approval by ASAM

While the travel-related delegations of authority issued by the Assistant Secretary for Management and Budget on February 28, 1996, remain in effect, effective March 15, 2001, and until further notice, employees must clear certain kinds of international travel with ASAM, through OGHA. Travelers must also provide a report of work accomplished on international travel to ASAM. Political Appointed (Schedule C) and Presidential Appointee Schedule (PAS) employees require clearance and approval for all international travel.

HHS travelers seeking to travel outside the United States for the purposes listed below are required to receive approval from ASAM, through the OGHA and country clearances from the Department of State *before* OPDIV and STAFFDIV heads may issue travel orders. *Travelers may make air and/or ground transportation reservations and book hotel rooms, but under no circumstances may an individual depart the United States on official travel without approval from OGHA and country clearances from the Department of State.*

The purposes of official travel outside the United States that require approval and clearance are:

1. MULTILATERAL ORGANIZATION TRAVEL

Attendance or participation in meetings with senior staff, study or working groups, seminars, board meetings, advisory group or expert committee meetings, strategic planning meetings or sessions, or gatherings of the governing bodies of the WHO and its regional offices; PAHO; the Codex Alimentarius Commission; FAO; UNICEF; OECD; the International Organization for Migration; the World Bank and other regional development banks; and the United Nations (UN) General Assembly, its Committees, and all other UN agencies.

Attendance at meetings held by multilateral organizations at which HHS travelers will serve on official U.S. Delegations. Procedures for obtaining authorization to serve on a U.S. Delegation accredited by the Department of State to an intergovernmental meeting are contained in Chapter 6-00-50 (B) of this Manual.

This category includes trips in which HHS employees serve as consultants at the request of the organization for which the travel costs and per diem usually are paid by the organization to make use of the expertise of the HHS official. Generally, the topics are professional or technical in nature.

NOTE: This category also covers official trips or Delegations to meetings at United Nations (UN) and World Bank offices in New York and Washington, D.C.

2. TRAVEL TO SENSITIVE COUNTRIES

Travel to countries designated as “sensitive” by the OGHA may require additional clearance and approval by ASAM, through OGHA. (These countries are listed in this Manual under Chapter 6-00-20 - “Sensitive” Countries) HHS travelers on official temporary duty travel to Taiwan must follow special procedures for obtaining permission and visas through the American Institute in Taiwan and should not travel on their official passports.

3. TRAVEL CONCERNING EMERGING OR RE-EMERGING INFECTIOUS DISEASES

Attendance at or participation in meetings, consultations, technical assistance missions, public health surveillance and conferences involving HIV/AIDS, Ebola, Transmissible Spongiform Encephalopathies and other emerging or re-emerging infectious diseases.

4. TRAVEL AT THE INVITATION OF A FOREIGN GOVERNMENT

Including disaster relief or humanitarian missions. (Some missions may obviously require expedited clearance.)

5. SITE VISITS TO OVERSEAS RECIPIENTS OF GRANTS OR COOPERATIVE AGREEMENTS FROM HHS AGENCIES

Travel to perform operational or managerial activities (e.g., to oversee program activities, grant operations, or management activities for control proposes; carry out an audit; conduct negotiations; or provide technical assistance) or to discuss or negotiate development of new program activities at a particular site or organization outside the 50 United States, Guam, American Samoa, Puerto Rico, the U.S. Virgin Islands, and any other territory under U.S. jurisdiction that has received grants from or entered into cooperative agreements with HHS agencies. Trips to the former U.S. Trust Territories in the Pacific (The Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of Palau, and the Marshall Islands) are considered international travel for the purposes of this category.

B. Approval and Authorization for Participation in Official Intergovernmental

Meetings as a Member of a U. S. Delegation.

The Secretary reserves the authority to nominate Department personnel or individuals to serve on official U.S. Delegations accredited by the Department of State. All requests to nominate members of official U.S. Delegations to intergovernmental meetings, including those held in the United States, will be referred to the OGHA. OGHA will consult with the Secretary and appropriate Department officials with respect to making nominations, which, upon the Secretary's approval, will be forwarded to the Department of State and the White House.

OGHA is responsible for obtaining both the necessary Office of the Secretary approval and the certification of security clearance that the Department of State requires for nominees.

Under no circumstances may an HHS traveler attend an intergovernmental meeting to which the United States is sending an official Delegation, without having received the proper approvals to participate as a part of that Delegation.

6-00-60 PREMIUM-CLASS INTERNATIONAL TRAVEL

First-Class Travel Accommodations

International first-class travel is not permitted, except in extraordinary medical circumstances, as documented by a letter from the traveler's personal physician or specialist, or other exceptional travel situations, such as security or mission critical. Full justification and documentation is required for approval of these types of circumstances.

Justification letters from the traveler's personal physician for extraordinary medical circumstances must include when special accommodations are needed (e.g. flights that exceed 5 hours) and what level of accommodation is required (e.g. additional leg-room). Approvals granted for a temporary condition will expire after 6 months from the date of approval, and in cases where the medical condition is chronic or unlikely to change the approval may be granted for a period not to exceed 3 years. The traveler may not be granted an extension beyond the three year limit. However, the traveler may request an updated approval based upon new documentation provided by the personal physician or specialist.

Premium-Class other than First Class Accommodations

For HHS travelers, based overseas and in the United States, the following guidance must be applied for all international premium-class travel requests. These instructions supersede all previous directives for premium-class travel. Managers should discourage international premium-class travel whenever possible.

The OPDIVs and STAFFDIVs who approve overseas travel have the primary responsibility to ensure that international premium-class travel is consistent with the Department's and Government's mandate to operate efficiently and effectively. The ASAM retains the authority to review all requests for international premium-class travel, including those trips that require only notification. The ASAM also retains the authority to deny any international premium-class travel request.

Travelers must submit their requests for international premium-class travel along with their requests for clearance/approval or notification, as appropriate via the NFT automated system. A justification memorandum must be attached to the travel request (see attached sample) and must accompany the travel authorization. The OPDIV/STAFFDIV authorizing official must approve both the memorandum and/or the cost analysis justification before submitting the international travel request to OGHA.

When an employee requests international premium-class travel using the fifth (5) criteria below, (Overall Cost Savings), he or she must complete a cost analysis justification and attach it to the travel request or notification. In this analysis, the employee must compare the total costs of coach-class to premium-class, including the costs of the ticket, additional subsistence expenses incurred during a rest stop, overtime (if applicable) and lost productive person time. Based on this cost analysis, premium-class is only justified when it is the lesser of the two.

The statement "premium-class other than first-class is authorized" should appear only on travel authorizations for which premium-class other than first-class (i.e. business-class) travel is approved.

Employees may request international premium-class other than first-class accommodations **only** under the following circumstances:

1. No space available in coach class, and the trip cannot be scheduled on other flights/carriers or routing in time to accomplish the purpose of travel, which is so urgent that travel cannot be postponed.
2. Physical condition of traveler requires use of premium-class travel service, as documented by a letter signed by the traveler's personal physician or specialist.

Guidelines for documentation required are contained in the above section of the this chapter.

3. Premium-class accommodations are required for security purpose(s), as documented in a letter from the Chief of Security of the Department.
4. Travel by less-than premium class on a foreign carrier does not provide adequate sanitation, and use of foreign-flag air carrier service is approved in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (P. L. 93-623), also known as the “Fly America Act.”
5. Use of premium-class accommodations would result in an overall cost savings to the government. (Cost analysis must accompany the travel authorization. Please see attached sample.)
6. Scheduled actual flying time, not including domestic layovers, is in excess of 14 hours, and a rest stop cannot be taken because of the urgency of the mission. (Travel should be urgent because of the nature of the task--not because the employee is delayed for personal reasons.) A rest stop is a stop-over point, during travel, of up to 24 hours, midway in the journey, or as near to the destination as the schedule permits, or at the destination. (6FAM 133.4)
7. Frequent traveler benefits permit an upgrade in the class of service, either through the use of frequent-flier miles or by virtue of the employee’s advanced frequent-traveler status.

6-00-70 ANNUAL LEAVE

The Department strongly discourages employees from using annual leave in conjunction with official international travel. Taking annual leave in conjunction with official international travel can generate the impression that Federal funds are being used to finance holidays or junkets for employees or that travelers are taking advantage of their status as Federal employees to receive benefits which would not be accessible to members of the general public.

Accordingly, Department employees should especially avoid taking annual leave in conjunction with official international travel to resort areas to which the general public is attracted because of recreational facilities or sight-seeing attractions, such as Europe during the summer. A traveler may be authorized annual leave in conjunction with an international trip one time per

fiscal year and the annual leave taken can not exceed 2 days. OGHA may allow exceptions for travelers on long-term details in excess of 30 days.

Note: Employees shall not be permitted to take annual leave in conjunction with trips that are sponsored, in whole or in part, by non-Federal sources, whether for-profit or non-profit.

6-00-80 ANNUAL PLAN FOR PARTICIPATION AT INTERNATIONAL MEETINGS

Effective for travel in FY 2004, each OPDIV and STAFFDIV will forward to OGHA an annual plan that displays for each international conference and meeting, anticipated attendance of 20 or more travelers. The plan is due to OGHA no later than August 1 of the preceding fiscal year.

OGHA will review these travel plans to ensure that the level of participation in these international conferences and meetings is commensurate with the Departments mission. Approved/Disapproved plans will be returned to the appropriate OPDIV/STAFFDIV concerned. Any increases in the level of participation, especially in conferences, must be approved by OGHA.

6-00-90 QUARTERLY AND INDIVIDUAL TRAVEL REPORTS

Quarterly Reports

- Following the end of each fiscal year, OGHA will prepare a report on all international travel which will be submitted to ASAM. Each report shall include cost data for trips paid for by both appropriated funds and funds provided by all outside sources in accordance with the specific categories of travel outlined in paragraphs 6-00-40 and 6-00-50.

- The report will also detail annual leave taken in connection with official international travel and the use of premium-class accommodations.

Individual Reports

- OPDIVs and STAFFDIVs will require each traveler to prepare a brief written report of the significant aspects and results of his or her trip, including a summary of the extent to which the purpose(s) of the trip was achieved. **Exception:** A trip report is not required for certain travel related to investigation and enforcement activities where statutory requirements prohibit the release of relevant trip information.

OGHA may request an individual trip report for any trip undertaken by an HHS official. Reports shall be filed with the corresponding NFT at the conclusion of the trip. For procedures on how to file these reports refer to the NFT Guidelines.

6-00-100 PAYMENT OF TRAVEL EXPENSES BY A NON-FEDERAL SOURCE

A. General Information

The acceptance of payment of “Cash or In-Kind” services from a non-Federal source for international travel should be the exception and not the rule. Departmental components shall not use the authorities to shift the cost of their normal international travel programs to non-Federal sources. The underlying principle of the Department’s policy is that if the employee’s participation in an international trip warrants the expenditure of official time, it also warrants the expenditure of HHS travel funds. Departmental employees shall not solicit payment of international travel expenses from non-Federal sources. For additional guidance regarding acceptance of payment in cash or in-kind see Chapter 1-70 of this Manual.

When a non-Federal source funds only a certain portion or type of travel expenses, reimbursement for the remaining expenses paid for by the Federal government cannot exceed maximums established in the FTR.

HHS travel orders shall reflect that payment of travel expenses, including per diem and related expenses, by a foreign government or international organization is accepted by the traveler on behalf of the U.S. Government.

Note: The appropriate OPDIV’s Office of the General Counsel (OGC)/Ethics Office must review each such sponsored trip for potential conflicts of interest.

B. Reimbursement Received from a Non Federal Source

HHS employees traveling on official business are permitted to receive directly from foreign governments or international organizations airplane tickets or other travel documents, as well as payments to cover other expenses incident to official travel, when approved in accordance with the procedures outlined above in this chapter and Chapter 1-70 of this manual. HHS employees *may not* accept payment for plane tickets directly. If a foreign government, foreign university, foundation or institute, or international organization provides payment in lieu of plane tickets, that reimbursement must be made to the HHS agency employing the traveler, for deposit to its appropriation.

C. Reimbursement in Excess of the Maximum Rates

OPDIV and STAFFDIVs may accept payment in excess of the maximum subsistence allowances prescribed in the travel regulations if HHS would have authorized acceptance of payment for such an allowance, only when the following conditions are met:

- 1) The non-federal source pays the full amount of the expense, at issue; and
- 2) The expense paid by the non-federal source is comparable in value to that offered to or purchased by other similarly situated meeting attendees.

For example: Premium hotel lodging may only be accepted if HHS would have normally authorized e.g., actual expenses. The invitation letter from the non-Federal source must contain language to this effect when an organization offers payment in excess of the maximum prescribed government rates.

Premium-Class Air Travel Accommodations:

Authorizing officials must be especially mindful of accepting payments for business-class air accommodations from private, for-profit commercial entities and from international organizations to which the United States Government pays dues or assessed contributions, including -- but not limited to-- WHO, FAO, UN, UNICEF, IARC, OECD and PAHO. Travelers may only accept payments for premium-class other than first-class accommodations under the following conditions:

- 1) The non-federal source makes full payment for such transportation services in advance of travel; and
- 2) Transportation accommodations furnished are comparable in value to those offered to, or purchased by, other similarly situated meeting attendees.
- 3) Circumstances outlined in Chapter 6-00-60.

Hotel Accommodations:

In the case of hotel accommodations abroad, OPDIVs, STAFFDIVs, and individual travelers must be careful to avoid the perception that they are accepting payments to finance holidays or junkets or taking advantage of their status as a federal employee to receive benefits to which members of the general public would not have access.

- Security considerations related to international travel and contacts with foreign nationals are contained in HHS security manuals.
- Provisions related to change of duty station are contained in Appendix “B” of the HHS Travel Manual.
- Paragraph 1-3.6 of Appendix “A” of the HHS Travel Manual should be consulted for guidelines implementing the International Air Transportation Fair Competitive Practices Act of 1974 (P. L. 93-623). Under this Act, U.S. flag carriers or flag ships must be used except when the clearly specified circumstances in Appendix “A” prevail.
- Provisions related to the acceptance of payment of “Cash or In-Kind” for travel expenses from foreign governments or international organizations are referred to in Chapter 20-25 of the General Administration Manual; Chapter 1-70 of this Manual; and in Paragraph 6-00-100 of this chapter.

Must be Attached to Travel Request/Notification and Authorization

MEMORANDUM

TO: OPDIV/STAFFDIV Approving Official

FROM: Traveler's Name/Office

SUBJECT: Justification for Use of Premium-Class Travel

I am requesting premium-class or premium-class other than first-class travel accommodations based on the following criteria checked below:

___ No space available in coach class, and trip cannot be scheduled on other flights/carriers or routing in time to accomplish purpose of travel, which is so urgent that travel cannot be postponed.

___ My physical condition, as documented by the attached letter signed by my personal physician or specialist, requires that I use premium-class travel service.

___ Premium-class accommodations are required for security purpose(s), as documented by the attached letter from the Chief of Security of the Department.

___ Travel by less-than premium-class on foreign carrier does not provide adequate sanitation, and use of foreign flag air carrier service is approved in accordance with the Fly America Act.

___ Use of premium-class accommodations would result in an overall cost savings to the government.
(Cost analysis must be attached to travel request/notification and authorization.)

____ Scheduled actual flying time, not including domestic layovers, is in excess of 14 hours, and a rest stop cannot be taken because of the urgency of the mission. (Travel should be urgent because of the nature of the task--not because the employee is delayed for personal reasons.) A rest stop is a stop-over point, during travel, of up to 24 hours, midway in the journey (as near to it as the schedule permits) or at the destination. 6FAM 133.4

____ Frequent-traveler benefits permit an upgrade to premium-class, either through the use of frequent-flier miles or by virtue of my advanced frequent-traveler status.

(Explain in specific detail (on a separate sheet) how item(s) checked above applies to you. Also, all requests for round-trip accommodations for premium-class travel must be justified.)

Approve _____ Disapprove _____

Signature Premium-Class Approving Official

COST ANALYSIS FOR PREMIUM-CLASS OTHER THAN FIRST-CLASS TRAVEL

(OVERALL COST SAVINGS)

EXAMPLE NO.1 (SAVINGS TO FLY COACH-CLASS)

	Coach		Premium-Class other than First-
	Class	-vs-	Class
A. Ticket	\$1,000		\$2,000
Cost			
B. Per Diem	150		0
(Additional			
Subsistence Costs			
for Rest Stop)			
C. Overtime			

D. Productive Person Hours

(Lost Productive Time - 500 0

equals employee's hourly

rate multiplied by the #

of hours in their tour of duty)

Totals	\$1,650	\$2,000
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*Note: Compare total costs of coach class to premium-class other than first-class and circle the lesser of the two. Based on this cost analysis, the traveler should fly coach class because it is the lesser of the two.

COST ANALYSIS FOR PREMIUM CLASS OTHER THAN FIRST-CLASS TRAVEL

(OVERALL COST SAVINGS)

EXAMPLE NO. 2 (SAVINGS TO FLY PREMIUM-CLASS OTHER THAN FIRST-CLASS)

	Coach		Premium
	Class	-vs-	Class
A. Ticket	\$1,000		\$1,500

Cost

B. Per Diem	150	0
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(Additional

Subsistence Costs

for Rest Stop)

C. Overtime

D. Productive Person Hours

(Lost Productive Time - 800 0

equals employee's

hourly rate multiplied by

the # of hours in their

tour of duty)

Totals	\$1,950	\$1,500
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*Note: Compare the total costs of coach class to premium-class other than first-class and circle the lesser of the two. Based on this cost analysis, premium-class other than first-class is justified because it is the lesser of the two.

EXHIBIT 6-00-A

Department of Health and Human Services

Nomination of Member for Official U.S. Delegation

Date

To: Director , Office of Global Health Affairs, OS

Through: _____

_____ nominates _____

(Agency)

(Individual)

_____ to be a member of the U.S. Delegation to

(Title)

the _____ of the

(Meeting)

_____ at

(International Organization)

_____ on

(Place)

_____ Estimated cost _____

(Date)

Funding Source _____

(Signature)

(Title)

(Agency)

HHS Security Approval _____ Approved _____ Disapproved

International Meeting

Date

(Signature)

Director, Office of Global Health Affairs, OS